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21 April 1961

MEMORANDUM TO: Chief, Records Management Staff *RLG*

SUBJECT : Fourth Interim Report on SRD Procedures Survey

1. My activities of this past week are detailed on the attached list. (TAB A).

2. My major effort this past week has been discussions with the division Chief, his two Branch Chiefs and the Supervisors of each Section to obtain their suggestions and ideas for improvements and their reaction to my proposals.

3. Initial drafts of Work Flow Charts and a physical following of the step-by-step processing of different types of clearance requests thru the Division were also achieved by me this week.

4. Although much of the Division's work and methods remain for me to learn, I shall return to my office early next week and start on a survey report to you for [redacted] and a work flow chart for Mr. [redacted]

CC; Chief, SRD
[redacted]

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